



Grants for academic projects

2024 criteria and procedure

The Leiden University Fund (LUF) manages a number of specific Named Funds, from which grants are made available in the spring. These Named Funds support academic research and education projects of Leiden University scholars in specific academic fields. Additionally, the LUF can also award project grants from its own general funds. The total budget available this year is around € 800,000.

The application procedure is open **until 13:00 on Monday 29 January 2024**. For more information and the link to the grants portal, visit the [LUF website](#).

Applications received after the deadline, incomplete applications and applications that do not meet the grant criteria will not be considered. Applicants will receive a confirmation of receipt and will be informed of the decision no later than June 2024.

If you have any questions, please contact the secretariat of the LUF's Committee for Academic Expenditure (Inge Erkelens) at cwb@luf.leidenuniv.nl. You can also schedule a telephone appointment with the secretariat via this e-mail address.

This document provides more information on: (1) projects that are eligible for funding, (2) the method used to assess applications, (3) the structure of applications and how they are to be submitted, (4) eligible costs, (5) the application rules and (6) the assessment procedure.

1. Which projects are eligible?

The LUF's grants are intended primarily to support innovative research and education projects and in doing so making a difference. The following general conditions apply:

- Projects must be *stand-alone* projects, have a *maximum duration of three years* and start no later than 1 January 2025. Please note that the project must not have started at the time of being awarded.
- Education projects must focus on long-term innovations or improvements in academic teaching; research projects may constitute a stepping stone to future applications for more substantial grants from the Dutch Research Council (NWO), the European Research Council (ERC) or other funds.
- Applicants must also clearly demonstrate why there are *no other funding possibilities* for the submitted project.
- For most of the funds, research projects can only be submitted by young researchers ⁱ who received their *PhD no more than five years prior to the latest possible date of submission (as per the date specified on the PhD certificate)*. The NWO extension clause applies ⁱⁱ. (See the more detailed explanation at the end of this document.)



- Applicants are expected to have a paid appointment of at least 0.4 fte at Leiden University or the Leiden University Medical Center (LUMC).
- Each applicant may be involved in only one application. If an applicant is involved in more than one application, the proposals will not be considered by the Committee.

2. How are projects assessed?

Applications are assessed by the LUF Committee for Academic Expenditure (CWB), which comprises professors from all faculties of Leiden University. The members are nominated by the Board of Deans and appointed by the LUF Board.

The following assessment criteria apply to all applications:

- The academic relevance and innovative character of the project.
- The clarity of the problem definition.
- The quality of the chosen methodology.
- The applicant's curriculum vitae and the extent to which this matches the ambitions of the project.
- Adequate budget: this criterion is a necessary condition. If the budget is ambiguous or contains ineligible items, the Committee may decide not to consider the proposal.

3. How should a proposal be structured and how should you submit it?

Applications must be submitted via lufsubsidie.nl. They can be written in either Dutch or English; the summary, however, must be in Dutch. The application consists of:

- A. Summary in Dutch in language that non-specialists will understand (max. 250 words) in which you also state *the fund* you are applying for. (See also point 5: What are the application rules?)
- B. A project description of maximum 1,000 words (not including references), and a maximum of three illustrations (tables/graphs/pictures). Use the following structure:
 1. Project name
 2. Background/embedding
 3. Problem definition and aim of the project
 4. Methodology of the research/education
 5. Expected results
 6. Implications and relevance
 7. Planning/timetable and start date.
- C. Budget for the project, including a *clear explanation* as to why this project cannot be funded elsewhere and why it fits the LUF funding criteria.
An example of a budget is attached as Appendix 1.



- D. Embedding statement from the faculty, confirming the support of the faculty/institute to carry out the research at the faculty/institution (see template on the website). The statement must be signed by or on behalf of the Dean (of the faculty) or Scientific Director (of the institute).
- E. Your CV, *summarised in max. two A4 pages, not in narrative form*, stating the date when you obtained your PhD (as per the date on the PhD certificate) and the university at which you obtained it. If you have not yet obtained a PhD, you must also submit a statement from your PhD supervisor confirming that you will defend your thesis before 1 July 2024. In order to be eligible for the extension clause ⁱⁱ, you must state the name and date of birth of each child at the top of your CV.

4. Which costs are eligible for funding?

The following costs are eligible for funding:

- Both material and personnel costs; you must provide a clear breakdown of the costs without approximations or vague estimates.
- Only the costs that are directly necessary for a project, excluding faculty overheads. Personnel costs should be based on the costs of the individuals who carry out the work and may include an exemption from teaching duties.
- The LUF only reimburses the costs of open-access publications in very exceptional cases and if there are clear arguments for doing so. Such items cannot be budgeted without providing a satisfactory explanation.
- Lab facilities that can be arranged internally should not be budgeted at more than cost price.

5. What are the application rules?

The LUF has various funds intended to support academic research and education projects. Each fund sets its own additional criteria regarding eligible academic fields. You will find an overview of the funds and their criteria in Appendix 2. The following rules apply to applications:

- The maximum amount you can apply for depends on the fund (see Appendix 2). The *maximum amount* you can apply for is indicated for each fund.
- If your project seems to be eligible for more than one fund, choose the fund you believe is *most applicable*. You cannot apply for a grant from more than one fund.
- The Committee may move applications to other funds to honour the best projects.
- Project applications will be rejected if the above rules are not followed.



6. Assessment procedure

Applications are first checked for eligibility, after which they are judged by the Committee for Academic Expenditure (CWB), which takes the decisions on the grants to be awarded, with the exception of the following funds:

- In the case of applications for the Gratama Foundation, the Elise Mathilde Fund and the Packaging and Environment Fund, the CWB makes a pre-selection, on the basis of which the boards concerned reach a decision.
- In the case of applications for the Schild-de Groen Fund, the CWB makes a pre-selection in consultation with NKI-AVL, on the basis of which the Fund's supervisory committee makes a final decision.

Leiden University Fund
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APPENDIX 1: Example of a budget

A = Income	Budget	B = Expenses	Budget
LUF application	€ 35,000	Personnel costs	€ 8,000
		Staff assistance (use of equipment)	€ 6,333
		Laboratory costs	€ 5,500
		Purchase of consumables	€ 500
		Experiments (including experiments with animals, inclusive of transport, purchase and accommodation)	€ 4,000
		Software package	€ 2,500
		Analysis costs for participants	€ 3,000
		Final payment for participants	€ 3,500
		Subtotal	€ 33,333
		Contingencies (5% of subtotal)	€ 1,667
Total	€ 35,000	Total	€ 35,000

One of the steps in the grant portal when submitting an application is the budget. On the right-hand side (B) of this, you should enter **only the expenses that are eligible to be covered by the grant**. Expenses that are not eligible, such as those for publications, must not be included in the budget.

Please look carefully at the **criteria** when deciding which expenses are eligible. This example is intended as an imaginary project with great variation in expenditures, which can be different in your own particular case. Base your budget on the expenses that are relevant for your project, but give a clear specification of these expenses. For example:

- personnel costs relating to student assistance, a support staff member or payment to reduce your other duties;
- costs relating to the use of specific equipment that is required for the research;
- costs of using a laboratory;
- costs of consumables that are directly related to the project;
- costs of experiments that will be conducted;
- costs of software and analysis;
- costs of paying for participants in the experiment or research study (such as travel and accommodation expenses).

It can also be advisable to take account of contingencies (maximum 5% of the subtotal).

We recommend that you do not enter expenses that exceed the possible grant. If you do, the Academic Expenditure Committee (CWB) could then conclude that the project is not feasible. Furthermore, amounts exceeding the grant will not be reimbursed: it is better to critically scrutinise the budget again and to economise on certain expense items.

On the left-hand side (A) you should enter the **requested LUF grant**. A LUF grant will never be higher than the eligible expenses. As noted above, if a deficit is entered, the LUF does not have funding available to cover this.



APPENDIX 2: Overview of Named Funds for academic projects

General

- **The Gratama Foundation/LUF** for all academic disciplines; projects must not only be of academic interest but also societally relevant and identifiable. Applications may also relate to practical areas, such as the purchase of instruments. Young researchers are explicitly invited to apply (max. €35,000 per application).
- **The Elise Mathilde Fund/LUF** for all academic disciplines. Young researchers are explicitly invited to apply (max. €35,000 per application).

The Committee will assess proposals in the field of health and medicine that have been submitted to the Gratama Foundation/LUF or the Elise Mathilde Fund/LUF in parallel with proposals submitted to the Den Dulk-Moermans Fund. The objective is to give excellent proposals from different academic disciplines an equal chance of being honoured on the basis of their assessment.

Health and Medicine

- **Den Dulk-Moermans Fund** for scientific research in the field of health in the broadest sense. Young researchers are explicitly invited to apply (max. €35,000 per application).
- **Dr. F.F. Hofman Fund** for education and research in the area of gastrointestinal medicine. Young researchers are explicitly invited to apply (max. €35,000 per application).
- **Mulder-Hamelers Fund** for research in the area of endocrinology. Young researchers are explicitly invited to apply (max. €35,000 per application).
- **Schild-de Groen Fund** for scientific research into cancer at the LUMC or by NKI-AVL researchers, preferably with a link to the LUMC/Leiden University. Young researchers are explicitly invited to apply (max. €35,000 per application).

Law

- **S.J. Visser Fund** to promote the study of international law and international private law. Young researchers are explicitly invited to apply (max. €35,000 per application).
- **BA Schim van der Loeff Fund** for projects in the field of international law, in particular relating to the position of foreign nationals. Applications may also be submitted for projects on the rules applicable to foreign nationals under national and international private law. Young researchers are explicitly invited to apply (max. €35,000 per application).
- **Roman Law in the South of France Fund** for research on the history and development of Roman Law in the South of France in the broadest sense and from the perspective of all disciplines. Young researchers in particular are explicitly invited to submit an application, but those who received their PhDs more than 5 years ago are also eligible for a grant from the Roman Law in the South of France Fund (max. €12,000 per application).



Archaeology

- **Chastelain-Nobach Fund** to promote research by providing financial support for excavations/field work relating to Greek and Roman (Mediterranean) Antiquity. Young researchers in particular are explicitly invited to submit an application, but those who received their PhDs more than 5 years ago are also eligible for a grant from the Chastelain-Nobach Fund (max. €10,000 per application).
- **Bakels Fund** for natural science research in archaeology. Young researchers in particular are explicitly invited to submit an application, but those who received their PhDs more than 5 years ago are also eligible for a grant from the Bakels Fund (max. €10,000 per application).
- **Prof. A.W. Byvanck Fund** for research on Classical Antiquity at the interface between archaeology, art history, ancient history and classical languages, preferably relating to the Mediterranean area. Young researchers in particular are explicitly invited to submit an application, but those who received their PhDs more than 5 years ago are also eligible for a grant from the Prof. A.W. Byvanck Fund (max. €5,000 per application).

Humanities / Social and Behavioural Sciences

- **Dirkse-Bergsma Fund** for historical or cultural anthropological research into (or publication on) Indonesia, all this in the broadest sense of the word. Young researchers in particular are explicitly invited to submit an application, but those who received their PhDs more than 5 years ago are also eligible for a grant from the Dirkse-Bergsma Fund (max. € 25,000 per application).

Mathematics and Natural Sciences

- **Frans Arnold Natural Sciences Fund** for projects aimed at pure scientific research in one of the natural sciences. Young researchers are explicitly invited to apply (max. €20,000 per application).
- **J.R.D. Kuikenga Fund for Mathematicians** to promote study and research in the area of mathematics, mechanics and computing at Leiden University. Young researchers are explicitly invited to apply (max. €35,000 per application).

Packaging and the Environment

- **LUF-SVM Fund** for projects in the field of packaging and the environment, focused on consumer convenience and minimising environmental footprint. Young researchers are explicitly invited to apply (for this fund only, max. €75,000 per application is possible).



i Explanation of 'young' researchers This criterion means that the applicant received their PhD in 2019 or more recently, or will obtain their PhD before 1 July 2024, in which case the PhD supervisor must submit a declaration to this effect. The five-year criterion does not apply to specific funds in the fields of archaeology and law, since these are relatively small and/or specific research areas. These funds also give preference to young promising researchers.

ii Explanation of the NWO extension clause Biological mothers who have given birth to one or more children are granted a standard extension of eighteen months per child. This extension is compensation for the duration of the pregnancy, including the birth and parental care and is irrespective of any parental leave taken and/or a reduction in official working hours. Other parents (fathers and non-biological mothers) are granted a standard extension of six months per child that is part of the applicant's household. This period is compensation for the duration of childcare required and is irrespective of parental leave taken and/or a reduction in official working hours. If an applicant wishes to apply for the scheme, the name and date of birth of each child must be stated at the top of the curriculum vitae.

An extension on the grounds of care responsibilities will be granted only if the applicant can provide documentation that proves they have taken/are taking care leave. In the case of long-term illness, the formal reduction in working hours is compensated. Both demonstrated by of an overview of the leave registration.

<https://www.nwo.nl/en/extension-clause>